Person Specification

Clerk to the Governors

The successful applicant will be required to:

* To Clerk all statutory meetings of the Governing Body, its committees, additional meeting, including committee meetings as required.
* Attendance at meetings to take minutes and provide advice on governance issues, when required.
* The preparation, amendment and issuing of the minutes.
* Provide advice to the governing body on governance, constitutional and procedural matters.
* To maintain a register of interests for governors.
* To administer election process for staff and parent governors.
* Understand and abide by the confidential nature of the role at all times.

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| Essential | Desirable |
| Experience of taking minutes | Understanding of the legal framework within which the Board functions and Clerking Competency Framework |
| Keyboard skills/use word processing software | Experience of working in a school or other educational establishment |
| Level 2 qualification in numeracy/maths and literacy/English or equivalent qualification | NQV Level 3 in Business Administration or equivalent qualification/experience |
| Excellent communication skills |  |
| Ability to keep to deadlines and keep appropriate records |  |
| Ability to work in a confidential manner |  |